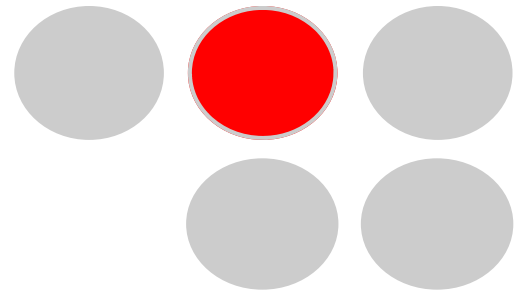


# Functional Résumé Sample



## Sally Simpson

542 Locust Ave. #6  
Edwardsville, IL 62025  
ssimpson@siue.edu  
Cell #: 555-555-1234

### Education

Southern Illinois University Edwardsville  
Bachelor of Arts in Psychology  
Minor: Sociology

Edwardsville, IL  
Expected: May 2013

### Qualifications and Accomplishments

#### Academic

##### Senior Assignment

- Worked on a team with five peers to evaluate the logistical operations of a mid-size company.
- Served as project liaison between our group and the company and was responsible for maintaining an open line of communication throughout the project's duration.
- As a team we gathered and analyzed data, drafted a recommendation report, and then presented our findings to the company's operations board members.

#### Administrative

- Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- Operated and maintained office copier and fax machine.

#### Communication

- Provided above average customer service by maintaining a positive attitude, high energy, and friendliness during each interaction with customers.
- Exercised conflict resolution skills on a weekly basis by negotiating resolutions with unsatisfied diners.
- Successfully trained and educated new servers about all aspects of the position to ensure a smooth transition into the server team.

### Employment History

Administrative Assistant, Law offices of D&D, Sinclair, IL  
Server, Johnnies Grill and Pub, Blissfield, IL

June 2009 – August 2012  
January 2008 - June 2009

### Volunteer Experience

- The Human Fund
- American Pet Association

### Computer Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Introductory experience with Adobe Photoshop



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